



Roadmap Advisory Group Meeting Notes

January 25, 2006 (1:30 – 3:30)

OFM Pt Plaza West Training Room

Attendees

Megan Atkinson, HCA
Julie Boyer, Sterling
Linda Bremer, GA
Scott Came, DIS
Dan Contris, DOR
Rick Cook, DSHS
Jean Denslow, LOT
Susan Dodson, OFM
Michelle French, OFM
Cynthia Harris, LNI
Rex Garrett, LNI

Mark Johnson, WSDA
Robin Madsen, Eclipse
Jack Needham, ESD
Wolfgang Opitz, OFM
Tom Parma, DIS
Diane Perry, WSP
Connie Robins, HCA
Sadie Rodriguez-Hawkins, OFM
Kathy Rosmond, OFM
Allen Schmidt, OFM
Mariann Schols, DSHS

Randy Simmons, LCB
Arlene Smith, DOP
Romeo Solis, HCA
Lyle Tillett, DRS
Scott Turner, DOP
Wendy Weeks, OST
Tristan Wise, GA
Craig Wilson, LCB
Marcy Yates, DOT
Steve Young, DOP

Handouts

- Advisory group [presentation](#).

Agenda and Meeting Expectations

Sadie Rodriguez-Hawkins opened the meeting by welcoming advisory group members and executive sponsors, facilitating introductions, and reviewing the meeting agenda.

Update from Roadmap Executive Sponsor Committee

Linda Bremer and Wolfgang Opitz provided an executive sponsor perspective to the advisory group.

Linda Bremer, director of the Department of General Administration, talked about three key items in terms of the *Roadmap* program: 1) Creating efficiency through an integrated, enterprise approach, 2) Viewing the *Roadmap* as a community of enterprise infrastructure that will evolve over time, and 3) Defining guiding principles for *Roadmap* decision-making. Agency system investments need to fit with the *Roadmap*'s future enterprise solutions.

Wolfgang Opitz, deputy director of the Office of Financial Management, cautioned that the state needs experience with ERPs (Enterprise Resource Planning) through HRMS before we commit to a technology direction for the *Roadmap*. Successful delivery of HRMS is "job one". Meanwhile, business process modeling is the logical next step to inform future sponsor decisions.

A question was asked about the ERP modeling principle adopted by the sponsors: Guide *Roadmap* business process modeling with capabilities generally available in an ERP". The sponsors explained they would like the models to map to functionality that is generally available in systems so we don't build unrealistic expectations. The focus should be on meeting business needs rather than wants, and standardizing on best business practices where it makes sense. It's important to note that ERPs support some *Roadmap* business processes better than others, and do not at this time, support processes such as strategic planning and treasury management. The sponsors need to know whether an ERP would meet state business needs in various areas and if not, what are the other choices?

Roadmap Modeling Deliverables Buy-In Process

Kathy Rosmond led a discussion on the importance of advisory group buy-in for the business process modeling deliverables. The modeling project represents a significant investment of agency resources and must meet agency needs. Members suggested the buy-in process should focus on the advisory group and non-advisory group agencies most heavily impacted by the proposed changes. Their preference is to meet as a group to provide feedback. They also recommended getting buy-in from the State Auditor's Office and consistent communication with legislative staff. Members agreed the *Roadmap* working team should propose a deliverable review and approval process to be discussed at the February advisory group meeting.

Feedback on Grant Management Value Proposition

Robin Madsen asked the group for input on the draft [Grant Management Value Proposition](#) document that has been posted to the *Roadmap* website. The group was generally pleased with the deliverable. She challenged the group to think about the extent to which they would be willing to "sign" their approval.

Modeling Update

John Natteford provided a business process modeling update. The grant management and contract management sessions are complete, and the vendor information management as-is session was held on January 7. The vendor, accounts payable, and procurement management business processes are being modeled simultaneously by separate focus groups over a 2-month period. In March the focus groups for contracts, vendors, payables and procurement will meet together to work on a consolidated vision for supply chain management for Washington State.

Some advisory group members shared that focus group participants need more time to review modeling materials and complete assignments. Robin reassured the group that future materials would be sent further in advance, and stressed the importance of returning agency variance surveys even if they're late.

Susan Dodson presented a vendor registration universe diagram showing how the same vendors are currently required to register separately with various agencies for various purposes. The could-be vendor information management focus group members will explore ways that information collected during these registration processes might be leveraged to make it easier for vendors to do business with the state. They will also discuss the value of moving towards enterprise vendor management.

Integration Architecture

Allen Schmidt updated the group on progress being made by the Integration Architecture Committee.

Next Steps / Process Check

Kathy Rosmond reminded members of the recruitment notice for an additional *Roadmap* business analyst. Interviews will be held in February.

When asked for improvement suggestions, a member requested that updated slides be sent before the meeting, even if they are last minute changes.

The next Roadmap Advisory Group meeting is scheduled for Wednesday, February 22nd at OFM Point Plaza West Training Room from 1:30-3:30 pm.